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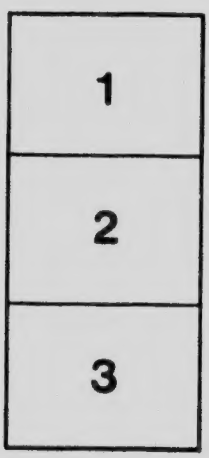

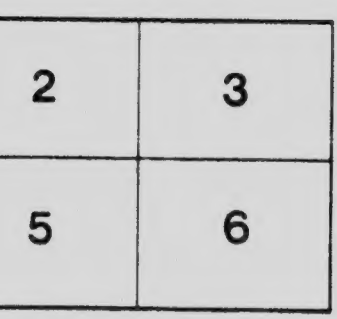

General By-Laws of the Governors

OF THE

University of Toronto

ADOPTED 24th JANUARY, 1907

UNIVERSITY PRESS

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General By-Laws of the Governors of the University of Toronto.

BE IT ENACTED by the Governors of the University of Toronto as follows:

1. Except in the months of July, August, September and December the regular meetings of the Board of Governors shall be held on the second and fourth Thursday of every month, at four o'clock in the afternoon, at the Senate Chamber of the University or at such other place as the Board may from time to time determine, and written notice of every such meeting shall be posted to each member of the Board at least three days before the time fixed for holding the meeting. Such notice shall as far as practicable state the business to be transacted.

2. In the months of July, August, September and December there shall be but the one regular meeting which shall be held on the second Thursday of the month at the same hour and place.

3. If the day appointed for a regular meeting of the Board be a holiday, as defined by the Revised Statutes of Ontario, such meeting shall be held on the Friday

following, not being a holiday, at the place and hour above mentioned.

4. Special meetings of the Board may be held at any time, upon the call of the Chairman, or in his absence, of the Vice-Chairman, or in the absence of both, of two members of the Board, notice of which, stating the purposes of the meeting, shall be given to each member. A special meeting of the Board may, and on requisition of not fewer than five members shall, at any time be called by the Chairman, or the Vice-Chairman, on not less than three days' notice, for the transaction of such business only as may be specified in the notification of such meeting.

5. All questions at a meeting of the Board shall be decided by a majority of votes of the Governors present. The Chairman or Presiding Officer may vote on all questions, and any question on which there is an equality of votes shall be deemed to be negatived.

6. A record of the proceedings of all regular and special meetings of the Board shall be kept in a book provided for that purpose, and the minutes of every such meeting shall be read at the next meeting of the Board, and shall be signed by the Presiding Officer after being adopted by the Board, and such minutes shall at all times be open to the inspection of any Governor.

EDUCATION COMMITTEE.

7. (1) There shall be a Standing Committee to be called THE EDUCATION COMMITTEE which shall report upon educational questions and matters at each regular meeting of the Board.

(2) The Committee shall consist of the Chairman and the Vice-Chairman and of eight other Governors to be named by the Board ; five members shall constitute a quorum.

FINANCE COMMITTEE.

8. (1) There shall be a Standing Committee, to be called the FINANCE COMMITTEE, which shall report at each regular meeting of the Board.

(2) The Committee shall consist of the Chairman and the Vice-Chairman and of six other Governors to be named by the Board ; five members shall constitute a quorum.

(3) The Committee shall authorise all investments, loans and payments. It shall supervise generally all the finances and shall investigate all accounts and expenditures, and advise and direct the Bursar in respect of all such matters.

(4) The Committee shall on or before the 15th day of June in each year prepare and submit to the Board an estimate in detail of the moneys required during the

ensuing financial year for the purposes of the Board; and the Committee shall also from time to time prepare and submit to the Board supplementary estimates for such expenditures as the Committee may deem necessary, which are not included in the estimates.

(5) The Committee shall at the close of each financial year prepare and submit to the Board a full statement of the finances of the Board for the past year, and it shall prepare and submit to the Board the Annual Report referred to in Sub-section 2 of Section 44 of the University Act, 1906.

PROPERTY COMMITTEE.

9. (1) There shall be a Standing Committee, to be called the PROPERTY COMMITTEE, which shall report at each regular meeting of the Board.

(2) The Committee shall consist of the Chairman and the Vice-Chairman and of six other Governors to be named by the Board; five members shall constitute a quorum.

(3) The Committee shall supervise and report to the Board on all questions relating to the purchase, sale and leasing of lands and grounds, the erection, maintenance, repairs, extension, improvement, heating and lighting of the buildings, and the laying out, caring for, and management of the grounds.

STANDING COMMITTEES.

10. (1) The Standing Committees shall be appointed at the first regular meeting in October in each year.

(2) The Chancellor and the President of the University shall be ex-officio members of all Standing Committees.

(3) A record of the proceedings of all regular and special meetings of the Standing Committees shall be kept in a book provided for that purpose, and the minutes of every such meeting shall be read at the next meeting of the Committee and shall be signed by the Chairman; and the book shall also be laid on the table at each meeting of the Board, and at the request of any member of the Board the minutes shall be read.

CUSTODY OF SECURITIES.

11. All securities shall be safely kept as the Board from time to time may direct, and shall be in the joint custody of and subject to the order of the Chairman, or other person appointed as aforesaid to take his place, and the Bursar.

SECURITY.

12. Every officer holding a position of trust under the Board shall give security for such amount and in such manner as the Board shall direct for the faithful execution of the duties of his office.

THE BURSAR.

13. (1) The Bursar shall be the Secretary of the Board, and shall, under its supervision, have charge of the office, books, cash and securities of the Board.

(2) The Corporate Seal of the Board shall be under the charge of the Bursar, and all instruments which are required to be under the corporate seal shall be signed by the Chairman and the Bursar.

(3) The Bursar shall attend all meetings of the Board and of the Standing Committees and shall enter in a book the matters to be submitted to, and shall keep the records of the proceedings of, such meetings.

(4) The Bursar shall deposit daily, in a chartered Bank approved by the Board, all moneys, cheques, drafts and orders received by him.

(5) The Bursar shall see that all accounts are properly kept, and that the same and a balance sheet thereof are prepared for the Auditor.

(6) The Bursar shall endorse to the order of the Bank all cheques, drafts, notes or orders for money or other securities, and shall perform such other duties as may be assigned to him as well as those incident to his office.

(7) All cheques, drafts or orders for money shall be signed by the Bursar and countersigned by the Chairman, and in the absence of the Chairman, by some other member of the Board.

APPOINTMENTS.

14. (1) Recommendations of the President as to the appointment, promotion and removal of members of the teaching staff shall be made in writing and shall as far as practicable be sent to the Chairman in time to be included in the notice of the next regular meeting of the Board as business to be transacted at such meeting.

(2) All such recommendations shall, unless the Board shall otherwise direct, stand referred to the Education Committee for enquiry and report

(3) When an appointment to any office is to be made the names of all the persons proposed shall be submitted in the order in which they have been proposed before a vote is taken on any of them.

(4) The name of the person receiving the lowest vote shall be dropped on the next vote and the voting shall proceed, the name of the person receiving the lowest vote being dropped until one person shall have received a majority of the votes cast, and whenever upon any vote one of the persons proposed receives such majority he shall be elected and receive the appointment.

THE REGISTRAR OF THE UNIVERSITY.

15. The Registrar of the University shall be the Secretary of the Senate and shall perform such duties as shall be assigned to him by the Board or by the Senate.

THE REGISTRAR OF UNIVERSITY COLLEGE.

16. The Registrar of University College shall perform such duties as shall be assigned to him by the Board or by the Senate.

THE BEDEL.

17. There shall be a Bedel, who shall be under the direction and subject to the control of the President, and he shall perform such duties as shall be assigned to him by the Board, by the Senate or by the President.

APPROPRIATIONS FOR THE LIBRARY.

18. Appropriations made by the Board for the Library, except those for the erection of buildings, and except in so far as the Board may otherwise direct, shall be under the control of and be expended by the Senate or the Library Committee of the Senate acting within the powers conferred upon it by the Senate.

ORDER OF BUSINESS.

19. The following order of business shall be observed in bringing matters before the Board :

(1) Reading and disposing of the minutes of the last regular meeting and of all special meetings since such regular meeting.

(2) Business arising out of the minutes.

(3) Enquiries.

(4) Reading and disposing of communications.

(5) Recommendations by, and communications from the President.

(6) Reading and disposing of reports of standing and special committees, the reports being taken in the following order :

(*a*) Reports not disposed of at a previous meeting and standing to be dealt with ;

(*b*) Reports of the Education Committee ;

(*c*) Reports of the Finance Committee.

(Reports of the Property Committee ;

(*e*) Reports of Special Committees in the order of their presentation.

(7) Reading of statutes or by-laws.

(8) Other unfinished business from the last meeting.

(9) New business in the order of the notices of motion thereof.

(10) Business not taken up when reached, to be taken in the order in which it appears on the order paper.

(11) New business not on the order paper.

(12) Notices of motion for the next meeting.

20. All written communications on any routine matter within the cognizance of a standing committee shall stand referred as of course to the appropriate Committee, which shall report thereon at the next meeting of the Board.

21. Upon receipt of any such communication the Chairman or the Bursar by his direction shall forward it to the appropriate Committee.

22. Communications received too late to be dealt with by a Committee before the next meeting of the Board shall be read at such meeting and be dealt with as the Board may direct.

23. What constitutes a "routine matter" within the meaning of this section shall be determined by the Chairman.

24. Unless previous notice thereof shall have been given, no motion introducing new matter other than that of privilege or petition shall be taken into consideration at any regular meeting of the Board except by leave of two-thirds of the members present.

25. Notice of a member's intention to introduce new matter shall be given in writing to the Bursar at least seven days before the meeting at which the new matter is intended to be introduced, or by giving the notice at a previous meeting of the Board.

AMENDMENT OF BY-LAWS AND INTERPRETATION.

26. By-laws may be altered at any meeting of the Board, but notice of any proposed alteration shall be given at the regular meeting next preceding.

27. The word "Chairman" shall include the Vice-Chairman and Acting Chairman.